

Agenda Executive Board Meeting

Friday, February 16 • 10:00-12:00pm

Kirkland City Hall, Peter Kirk Room

Audio - Please call 1-877-848-7030 and then NEW Access Code 8765293.

Consent Items

Approval of December 15, 2017 Executive Board Meeting Minutes (attached)

Strategic Issues, Planning and/or Action Items

1. Information: Update from Interim Executive Director
 - ILA Ratification Update
 - 2017 Year-end Budget Update and 2019-2020 Budget Preparation
 - Report on Potential Options for GovJobsToday
 - 2018 Proposed MBP Project Workplan
 - Alliance Organization Structure and Responsibilities
2. Action: Vote on Resolution 2018-1 Transferring Shared Procurement Portal Balance to Unrestricted Reserves
3. Discussion: Executive Director Recruitment
 - a. Job Description Update
4. Discussion: 2017 Annual Business Meeting

Minutes

Executive Board Meeting

Friday, January 16th • 10:00am - 12:00pm
Peter Kirk Room, Kirkland City Hall

Call in only: Audio - 1-877-848-7030 and then Access Code 8765293.

Strategic Issues, Planning and/or Action Items

Executive Board Attendees: Tracey Dunlap, Kirkland; Nathan McCommon, Bellevue; John Traeger, Issaquah; Nancy Ousley, Kenmore; Aaron Antin, Sammamish; PJ Rodriguez, Snoqualmie (by phone)

Subscriber Board Attendees: n/a

Other:

Marilynne Beard, eCityGov Interim Executive Director; Warren Cheney, King County; Michele Miller, eCityGov; M'Lisa Marks, Secretary

Call to Order

The meeting was called to order by Tracey Dunlap at 10:05am.

Consent Items

Approval of December 15, 2017 Executive Board Meeting Minutes

Motion to approve October meeting minutes by Aaron Antin, seconded by Nathan McCommon and the motion carried unanimously.

Strategic Issues, Planning and/or Action Items

5. Update from Interim Executive Director
 - ILA Ratification
 - 2017 Year-End Budget Update
 - 2019-2020 Budget Calendar
6. GovJobsToday Alternatives
7. Resolution 2018-1 Transferring Shared Procurement Portal Balance
8. Executive Director Job Description
9. 2018 MBP Annual Business Meeting Format

1. Marilynne Beard presented the Board with an update of her assessment and progress to date as detailed in the attached presentation- [Interim Executive Director Report](#).

Discussion followed:

- ILA –
 - Authorized signatures as well as attorney signatures, are needed from Issaquah, Kirkland and Kenmore.
 - Thank you to Tracey Dunlap for the excellent Alliance/MBP presentation to the City of Bellevue City Council.
- 2017 Year End Budget Update
 - Marilynne is working with Enzhou Wang to complete a developer hours report. Marilynne would like to know how many hours are spent on GovJobsToday vs other projects.
- 2019-2020 Budget calendar
 - Alliance staff are meeting with potential subscribers.
 - Marilynne has heard from one subscriber that they are giving their 90 day notice required by subscribers before withdrawal from MyBuildingPermit. Marilynne will follow-up with them to clarify time lines and options.

2. GovJobsToday

- Marilynne described possible alternative products to GJT should the Alliance choose to discontinue the product. However, she noted that GJT is very useful for small jurisdictions.
- Tracey Dunlap stated that marketing GJT to smaller jurisdictions should be pursued.
- PJ Rodriguez stated that he appreciates Marilynne taking the time to speak with partners and subscribers regarding the future of GJT and supports more marketing to small jurisdictions.
- Marilynne attended a Neogov demo. She will meet with Bellevue to discuss how Neogov compares to GJT.

3. Resolution 2018-1 Board Action: Discuss and Vote on Transfer of funds

- Marilynne presented Resolution 2018-1 – transferring residual Shared Procurement Portal reserves to unrestricted reserves.
- Discussion:
 - Tracey noted that many meetings ago there was discussion to keep the funds for emerging needs.
 - Nathan inquired about a potential financial cap on reserves. Marilynne confirmed there is no financial cap on the unrestricted reserve in the adopted fiscal policies.
 - eCityGov has no restrictions on unrestricted reserves.

- Aaron Antin made a motion to approve the Resolution 2018-1, Transfer Residual SPP Reserves to Unrestricted Funds. Nancy Ousley seconded the motion and the motion carried unanimously.

4. Executive Job Description Update

- Marilynne provided an overview of recommended changes and the rationale.
- Nathan stated that the verbiage should be consistent with the SLA. Verbiage in Section 4 “service delivery team” should be the term used throughout the document when referring to the City of Bellevue IT Staff completing work for eCityGov.
- Nathan suggested to change the verbiage in Section 2 “monitor service delivery team or manager”. John stated concern with only 3-5 years of project experience. He feels that is not enough experience.
- Marilynne would like to change the job description away from project management. Instead she would like to highlight relationships and experience. Verbiage proposed: Candidate must be able to work effectively in situations of ambiguity, be able to work independently while using good judgment about checking in, solid connections with organizations and jurisdictions, be aware of technology trends.
- John suggested adding, “experience with complex interagency relationships”.
- Tracey would like to add, “Someone who inspires confidence with subscribers and partners”.
- Discussion regarding salary:
 - Tracey stated that salary was currently set at the deputy director level at Bellevue.
 - Question posed by Tracey; if eCityGov would like a candidate with more experience and contacts would they be willing to pay a higher salary?
- Marilynne will incorporate the suggestions and make changes to the job description as necessary. She will present a revised job description to the board at the next Executive Board Meeting. She encouraged the board members keep their eyes open for potential candidates.

5. MBP Annual Business Meeting

- The MBP Management Committee stated that they would like to hold their annual business meeting in June. Tracey does not remember the Executive Board meeting with MBP Board (other than at the Forum), but the annual business meeting is a good opportunity.
- Executive Board agreed the best way to show support for MBP is to attend the MBP Annual Business Meeting.

- Annual Business Meeting Presentation discussion:
 - Shorter presentations are better to allow time for questions.
 - Demographic trends presentation is excellent.
 - Marilynne will contact Kathy Troost (UW) and M9 Program Speakers (UW) to see if they can present a joint program.

Adjournment

Motion to adjourn was made by Nathan McCommon, seconded by Aaron Antin. The meeting adjourned at 12:02 PM.